Wisconsin Office of Justice Assistance
1 S. Pinckney Street, Suite 615
Madison, WI 53703-3220

Scott Walker
Governor

Homeland Security

HS E-Sponder Enhancements 2010

Grant Announcement

**Applications must be submitted through
Egrants on or before July 21, 2011**

Important Contact Information for this Grant Opportunity:

Program/Policy: Michael Jordan 608-261-7529
                        Michael.jordan@Wisconsin.gov

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                        Shannon.ladwig@Wisconsin.gov

Egrants Assistance: Weekdays, 8am – 4:30pm
                        Email: OJAEgrants@wi.gov
                        Local calls: (608) 267-9068
                        Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website: http://oja.wi.gov.

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Homeland Security

Grant Title: HS E-Sponder Enhancements 2010

Description: Funding from this grant will support the continued enhancement of Wisconsin's E-Sponder program.

Opportunity Category: Non-Competitive/Limited Eligibility

Important Dates: Grant funds will begin on August 1, 2011 and expire on May 30, 2013.

   Application Due Date: July 21, 2011

   Project Start Date: Approximately August 1, 2011

   Project End Date: April 30, 2013

Anticipated Funding Amount: The amount available is $196,635. The grant performance period shall be for approximately 1 year and 9 months.

This is a one-time funding opportunity.

Match/Cost Sharing Requirement: None

Eligibility: Wisconsin Emergency Management is the only agency eligible to apply.

Eligible Expenses: All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Funding may be used however is not limited to personnel costs, equipment, supplies, marketing/promotion, planning activities, exercises and sub contracting.

E-Sponder Enhancements (2010)

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Agency for state and federal criminal justice and homeland security grant funds, OJA is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

Through this grant announcement, OJA is seeking an application for projects geared toward the Enhancement of Wisconsin's E-Sponder program.   The grant is intended primarily to support a position at Wisconsin Emergency Management (WEM) for a data integrations specialist to carry out activities as identified in the Wisconsin FY2011 Homeland Security Grant Program (HSGP) Investment Justification. This position's responsibilities will include providing training, outreach, user support, integration with local systems, modifications to local E-sponder sites and customization where needed.

 E-Sponder is Wisconsin Emergency Management's Emergency Operation Software. WEM promotes the E-Sponder program and its use to all Wisconsin's State Agencies, County Emergency Management Directors, Tribes and First Responders. E-Sponder is a program tool that may be used to plan, respond or manage issues that are related to Emergency Management.

Award Information

Project funding will be provided from the 2010 Homeland Security Grant program. Only Wisconsin Emergency Management is eligible to apply for this grant. The maximum amount available for this grant is $196,635. Eligible expenses incurred under this grant shall be reimbursed according to OJA policy and procedures.

There is no match of any kind required.

Upon application approval, the applicant agency's project director will receive a paper grant award document by mail in approximately 45 days.

Submit Applications Using Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA Egrants before, you will need to register for access to the system. To register online, go to http://register.wisconsin.gov/AccountManagement/ and complete the 'self registration' process. On the account registration site, you will have a choice between the OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The OJA help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the OJA website (Egrants page). If you have any problems using Egrants, please contact our help desk at OJAEgrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Jordan at (608) 261-7529 or at Michael.jordan@Wisconsin.gov

1. **Main Summary**
   This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

   In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

   > "Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]"

   Responses to this section will be used on the OJA website, cited in OJA reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. **Approval Checklist**
   Answer Yes or No to each question.

3. **Performance Measures**
   Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process."

4. **Budget Detail**
   Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

   Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the

project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: $0.485/mile
- Lodging: $70/night ($80/night for Milwaukee, Waukesha or Racine County)
- Meals: $8/breakfast (leaving before 6 a.m.); $9/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); $17/dinner (returning after 7 p.m.); $5/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under "Contractual".)

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations. The allowable categories and equipment standards are listed on the web-based version of the Authorized Equipment List (AEL) at https://www.rkb.us.

Supplies and Operating Expenses: Includes consumables such as paper, stationary, postage, software and operating expenses such as rent and utilities. Show computations for all items. For example, Rent: $150/mo x 12 months = $1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of $450 per 8 hour day require additional justification (contact OJA). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by OJA. No fund reimbursements will be made prior to receipt of the contract.

Indirect: Includes the indirect costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance

of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Other: Items that don't fit into specific categories. Examples: Confidential Funds, Overhead (if allowed)

5. **Budget Narrative**
   Please describe how your budget relates to the overall program/project strategy or implementation plan.

6. **Project Narrative**
   Describe your program or project in detail, including what objectives would be accomplished.

7. **Required Attachments**
   Please attach the following documents to your application in this section:

   ❑ Position Descriptions for each funded or partially funded position

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. OJA staff will review applications to insure consistency with statewide strategies and make funding recommendations to the OJA Executive Director. All final grant award decisions will be made by the OJA Executive Director.

Grantees who fail to perform up to expected grant standards may be ineligible for future grants. The following actions may result in a poor standing with OJA:

- Excessively requested and returned (unused) funds on prior homeland security grants
- Failure to substantially accomplish a proposed and funded initiative under a prior grant
- Failure to comply with past grant requirements, special conditions, timely reporting or failure to close awards by an established grant deadline
- Received an OJA Compliance Report that indicates an exception to the compliance requirements within the past 18 months.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. If funds are being used to hire personnel, submit the position description and if hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables.

2. Equipment purchased with this grant must be accompanied by appropriate vendor or manufacturer training. Personnel using the equipment must be properly trained on the use of the equipment before it is put into service.

3. Emergency response capabilities developed using these grant funds must be made available to other emergency response agencies regionally, as may be required for incident response purposes. MABAS, SMART and mutual aid agreements will be used if applicable. The procedure for requesting this resource is to be on file with the County Emergency Management Director. By accepting this grant it becomes the responsibility of the agency that receives equipment to respond with the equipment as may be needed. Joint training and inter-agency collaboration for purposes of the sharing of equipment, facilities and expertise, is strongly encouraged. The grantee is required to maintain proper training and inventory records.

4. Communications projects and equipment purchases must comply with Wisconsin's Statewide Interoperability Communications Plan.

5. This funding supports personnel for a limited-term project to be completed during the grant period, and is not intended to support long-term staffing needs. Sustainment of long-term staffing needs beyond the grant period is the responsibility of the grant recipient.

6. This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to OJA. Activities other than those expressly detailed in this grant are not allowable without prior approval from OJA.

7. This project will be subject to continuing program evaluation by OJA to measure progress, which may include the use of a survey tool or other assessment methodologies. The sub grantee agrees to participate in this evaluation effort and provide any information required.

Additional Resources

Additional information about the Office of Justice Assistance and resources to assist with Egrants is available as follows:

- Office of Justice Assistance website: http://www.oja.wi.gov
- A helpful Egrants User Guide is posted on the Egrants page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

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